

**CHIEF, OFFICE OF AIDS COORDINATION**

**DEFINITION:**

Under administrative direction, to plan, direct, and coordinate health care programs for AIDS or ARC patients; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position unclassified management class allocated only to the Health and Human Services Agency (HHSA). The incumbent reports to the Director, HHSA and has significant responsibility for formulating policy and for managing the Office of AIDS Coordination which plans and develops health care programs for AIDS or ARC patients.

**EXAMPLES OF DUTIES:**

Plans, directs, coordinates, organizes, and evaluates the activities of the Office of AIDS Coordination; coordinates health care services with persons infected with AIDS or ARC; identifies and coordinates services and resources among public and private providers to ensure comprehensive health care to AIDS/ARC patients; identifies funding sources for AIDS/ARC health care services; reviews and evaluates the performance of provider health care services and makes recommendations on changes or improvements; reviews and analyzes new or revised federal, state, and local legislation and formulates and recommends policy/procedures related to AIDS Coordination program requirements; prepares grant proposals related to AIDS health care services; prepares executive-level reports and correspondence; assists in preparing presentations to the Board of Supervisors and other legislative authorities; represents the county at meetings or conferences with other public and private agencies, organizations, or councils; performs special studies and projects as assigned by the Director of Health Services; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Federal, state, and local health laws, regulations, codes, and funding sources related to AIDS/ARC health care programs and services.
- Community resources available to implement and provide AIDS medical/nursing care programs.
- Basic concepts, terminology, and current issues on the HIV virus or other ARC diseases.
- Health care planning, evaluation, assessment and programming.
- Policy/procedure formulation and implementation related to coordinating and providing health care services to AIDS/ARC patients.
- Principles and practices of supervision, training, and general administration.
- The General Management System in principle and in practice

**Skills and Abilities to:**

- Plan, direct, coordinate, organize, and evaluate the activities of the office of AIDS Coordination which coordinates health care services with persons infected with AIDS or ARC.
- Identify and coordinate services and resources among public and private providers to ensure comprehensive health

care to AIDS/ARC patients.

- Identify funding sources for AIDS/ARC health care services.
- Review and evaluate the performance of provider health care services and make recommendations on changes or improvements.
- Review and analyze new or revised federal, state, and local legislation and develop and recommend policy/procedures related to AIDS Coordination program requirements.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

A master's degree in Public Administration, Health Care Administration or a closely related field, AND, at least three (3) years of progressively responsible administrative experience coordinating the overall activities of a health care delivery system. Previous experience must have included identifying community resources and/or funding sources and formulating and implementing health care policy/procedures.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Background:**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHSA) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the HHSA.